

EXHIBIT A

rev 5/17/2012

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

Title Research Report Services is not part of this contract.

III. TITLE RESEARCH REPORT UPDATE SERVICES

Title Research Report Update Services is not part of this contract.

IV. APPRAISAL SERVICES

The consultant shall:

- Field review the project
- Meet with the review appraiser and the relocation assistance agent and conduct an on site inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personalty
- Identify the appropriate appraisal format (i.e., Form A, Form B or Form C)
- Verify that title research reports and maps agree in detail
- Mail a property owner notification letter to each property owner(s)
- Schedule a meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the appraisal problem by identifying:
 - Fixtures to be valued
 - Property rights to be acquired
 - Objective of appraisal
 - Definition of value
 - Date of value
 - Other limiting conditions for each parcel
- Develop a preliminary survey and appraisal plan including:
 - Data required
 - Data sources
 - Time constraints for each parcel.
- Collect general economic data including:
 - Market
 - Financial
 - Economic
 - Trendand location data including
 - Regional
 - Community
 - Neighborhoodto be analyzed in determining the before value for the subject property
- Collect specific appraisal property data including:
 - Title
 - Zoning
 - Physical characteristics of the site
 - Improvements data
 - Sales data
 - Listings
 - Costs
 - Rental data

- Determine highest and best use for subject property and provide an analysis and justification
- Determine approaches to value that are relevant to the subject property
- Appraise the parent tract
- Value the land in the area of acquisition
- Value the improvements in the area of acquisition
- Reconcile the approaches to value on the improved properties
- Analyze the affect of the acquisition on the remainder
- Estimate the loss in value to the remainder, if any, resulting from the acquisition of the parcel
- Identify the cost of any cures that will eliminate or mitigate damages
- Estimate any additional compensation to which the owner is entitled
- Compose an appraisal report in the form (i.e., Form A, Form B, or Form C) that corresponds to the land use type of the property being appraised and to the complexity of the appraisal assignment
- Sign and date the appraisal report
- Submit the appraisal report to DOTD electronically
- Compile and submit a master binder, which is to include :
 - Inspected comparable sales
 - Verified comparable sales
 - Photographs of comparable sales
- Provide revisions and updates to appraisal reports as directed by DOTD
- Request right of way staking services as required
- Testify on behalf of DOTD in legal proceedings
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal services

V. APPRAISAL REVIEW SERVICES

The consultant shall:

- Review the title research reports, construction plans, right of way maps, and improvement data for correctness, completeness and usability
- Report any discrepancies to the DOTD Right of Way Project Manager
- Meet with the appraiser and the relocation assistance agent and conduct an on site inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personalty
- Collaborate with the appraiser to determine the appraisal format to be used
- Collaborate with the appraiser in the determination of the need for other valuation experts
- Submit an appraisal plan to DOTD for approval
- After DOTD approval of appraisal and other valuation experts, schedule an on-site meeting
- Verify other valuation experts' reports to determine that they:

- Comply with all appropriate laws and regulations
 - Comply with DOTD policy and procedure
 - Meet scope of work requirements
 - Contain verification of data, zoning and code requirements and other items affecting compensation determination
- Accept or reject valuation experts' reports
 - If rejected order corrections or additional information.
- Verify appraisers' reports to determine that they:
 - Comply with all appropriate laws and regulations
 - Comply with DOTD policy and procedure
 - Meet scope of work requirements
 - Contain verification of data, zoning and code requirements and other items affecting compensation determination
- Review appraiser's reports for consistency
- Ensure that damages and additional compensation are justified and analysis of same is provided
- Consult with DOTD relocation assistance officer to discuss and avoid any duplication of compensation or payment
- Accept or reject appraisers' reports
 - If rejected order corrections or additional information
- Prepare written report (review sheet) that
 - Identifies the appraisal reports reviewed
 - documents their findings and conclusions
- Maintain documentation of the review process
- Notify the right of way project manager of any information that develops that requires changes in valuation experts' scope of services/contracts
- Determine just compensation
- Electronically transmit appraisal reports and review sheets to DOTD
- Testify on behalf of DOTD in legal proceedings
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal review services

VI. CONSTRUCTION COST SERVICES

Construction Cost Services is not part of this contract.

VII. BUSINESS VALUATION SERVICES

Business Valuation Services is not part of this contract.

VIII. FORESTER SERVICES

Forester Services is not part of this contract.

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services is not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral Specialist Services is not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

Right of Way Staking Services is not part of this contract.

XII. ACQUISITION SERVICES

Acquisition Services is not part of this contract.

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services is not part of this contract.

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services is not part of this contract.

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services is not part of this contract.

XVI. PROJECT PRODUCTION SUPPORT SERVICES

Project Production Support Services is not part of this contract.

XVII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating for Planning and Budgeting Services is not included in this project.